



CITY OF SCOTTSDALE, ARIZONA

Economic Development Director

THE CITY

Located in the beautiful Sonoran Desert, the City of Scottsdale is one of Arizona's 10 largest cities, with a population of more than 240,000. Scottsdale is internationally recognized as a visitor destination, and nationally recognized as one of the top markets for business performance, job growth, livability and high quality of life. Scottsdale is dedicated to the success of its residents and business community, and consistently ranks among the nation's best places to live, with top-rated schools, low crime, and a low-tax, vibrant economy for both families and corporations.

With a rich history in tourism, Scottsdale is visited by more than 11 million people annually, generating an economic impact of \$3.3 billion. Scottsdale's strong tourism industry keeps taxes low and city service levels high. As one of the top places to live in the nation, Scottsdale is also recognized as one of the nation's best-run cities. The city is home to growing industries in IT services and software, financial insurance services and technology, healthcare services and innovation, logistics management and tourism. While millions of visitors come to experience Arizona's finest award winning resorts, shopping and dining, along with the best in art, sports, special events and the natural beauty of the Sonoran Desert, residents and businesses stay for so much more.

Professionals from all walks of life have made Scottsdale their home because of the city's commitment to long-range planning that provides a higher quality of life for its citizens. The city offers a mix of lifestyle options for all income levels and living preferences, such as modern urban living, high-end estates, equestrian ranches and family-friendly neighborhoods.



Both large and small businesses enjoy support through networking opportunities, talent attraction initiatives and numerous other programs. Scottsdale has more than 15,000 businesses and nearly 25% percent of Arizona corporate headquarters calling the city home.

THE DEPARTMENT

The Economic Development Department is accredited through the International Economic Development Council and has a total staff of six capable and energetic staff members. Primary industries include financial & insurance services, healthcare services & innovation, tourism, and technology.

SCOTTSDALE RANKINGS:

- TOP 100 BEST COMMUNITIES FOR YOUNG PEOPLE
- AMERICA'S PROMISE ALLIANCE
- NO. 1 HIGH SCHOOL IN THE NATION
- U.S. NEWS & WORLD REPORT
- TOP 10 CITY TO LAUNCH A STARTUP
- DATAFOX RANKING
- BEST CITIES FOR HISPANIC ENTREPRENEURS
- WALLETHUB
- BEST CITY IN THE U.S. TO GET A JOB
- WALLETHUB
- NO. 7 SAFEST CITY IN THE U.S.
- LAW STREET MEDIA
- NO. 1 CITY IN THE U.S. TO LIVE AN ACTIVE LIFESTYLE
- WALLETHUB
- TOP 25 CITY IN THE U.S. FOR ARTS DESTINATIONS
- AMERICAN/STYLE MAGAZINE



Mission Statement: "Through its economic development investments and programs, the City of Scottsdale retains, grows and attracts targeted sources of wealth generation to enhance the community's tax base and quality of life, preserve the natural environment and foster prosperity for all citizens."

THE POSITION

The Economic Development Director directs, manages, and oversees activities and operations of the Economic Development Department staff. This department is responsible for business recruitment, retention, expansion and small business support efforts; implementation, and oversight of a domestic and international economic development strategy; contract creation, monitoring, and compliance; collaboration with community and workforce development partners; budget and financial development. This role also requires significant external relationship development with state, regional and local organizations as well as elected leaders.

Essential Functions

- Manages and oversees operational activities of all functions of the Economic Development Department.
- Develops programs and assigns project and program development and execution to appropriate staff within the department.
- Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Participates in developing support systems encouraging cross-functional cooperation and support initiative taking.
- Leads in the development of the City's response to all economic development issues; strives to be pro-active and looks for innovative solutions.
- Works with a variety of software applications utilizing various social media platforms.
- Functions as a liaison between the City and representatives of private sector development opportunities and the business community.
- Develops effective working relationships with economic development groups and organizations at the Local, Regional, State and national levels.
- Directs the Economic Development Department program regarding work projects, policy interpretations and administrative procedures.
- Participates in strategic planning and makes recommendations for a unified program of economic and community development.

- Works collaboratively with internal customers, business owners and elected officials.
- Directs economic research activities to determine the needs and economic impact of projects; provides technical guidance and/or assistance in solving complex and difficult planning projects.
- Addresses various community groups and the Council on economic development matters.
- Supports and represents City Council and management policies and practices to the public and other City employees.
- Prepares and presents Council reports.

THE IDEAL CANDIDATE

The ideal candidate is a dynamic, professional leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful economic development team. The successful candidate will demonstrate and encourage teamwork and collaboration; leading and coordinating economic development meetings; providing input regarding all City development issues; researching and preparing data and materials for review and successful project implementation. This position requires a can-do, high-energy Director who can delegate effectively and has had success leading key initiatives and programs as part of an Economic Development Department, bringing high quality businesses to the community. The position requires a leader who is willing to enthusiastically roll up their sleeves and be a working manager. While technical skills are very important, it will be necessary for this individual to have excellent interpersonal skills, political acumen, and awareness; encourage and listen to feedback; and have the ability to work closely with City Council, executive leadership, and staff from all departments, while adapting quickly to changing priorities in a fast-paced organization.





Key Attributes and Characteristics:

- Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state, and federal agencies, as well as vendors and suppliers.
- Excellent communication skills and professionalism in making presentations in front of City Council and community audiences of various sizes and at all levels.
- Strong personnel management and mentor with a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- An active listener, and responsive to the development community, residents, and businesses.
- A charismatic and humble leader who demonstrates confidence and high integrity, while providing exceptional customer service and possesses an understanding of the importance of Scottsdale's community dynamics.
- Understanding of public and private project financing methods.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, Economics, Finance, Public Administration, Community Planning, or other relevant field from an accredited educational institution.
- A minimum of seven years of progressively responsible leadership and managerial experience in an economic development organization.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
- A master's degree and/or public sector work experience is preferred.

Licensing, Certifications and Other Requirements

Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Other pertinent licenses and/or certifications such as the International or National Economic Development certificates are preferred.

SALARY AND BENEFITS

The salary range for this position is \$121,576 - \$176,770.

The City of Scottsdale offers a comprehensive benefit package including vacation, holiday and medical leave as well as insurance for medical, dental, vision, life, short- and long-term disability insurance. For a more detailed overview of the employee benefits, [click here](#).

Commute Solutions Program

City of Scottsdale provides free Valley Metro Platinum passes to employees for the bus and light rail systems when commuting; a vanpool subsidy is also available. Employees can decrease stress, decrease wear & tear on their vehicle, and help the environment all at the same time.

Public Service Loan Forgiveness Program (PSLF).

The City of Scottsdale is considered a qualified employer for the Public Service Loan Forgiveness Program (PSLF).

APPLICATION AND SELECTION PROCESS

The final filing date is Friday, October 6, 2023.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/economic-development-director/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For more information, contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.